



Erie County Community College of
Pennsylvania

College Catalog
Academic Year 2021-2022



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

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The information in this catalog is considered to be descriptive in nature. The College reserves the right to make any changes in the contents of this catalog or in the documented course of study that it deems necessary or desirable. When changes are made they will be communicated to the appropriate students.



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

Mission Statement

The mission of the Erie County Community College of PA is to provide increased access to higher education for the people of Erie County, Pennsylvania, to assist them in achieving their educational goals, to provide a competent workforce for area employers and to increase both the baccalaureate and associate degree holders in Erie County.

Policy II.A.2: Equal Employment Opportunity Policy

This policy establishes and outlines Erie County Community College's clear commitment to the principle of equal employment opportunity. In making this statement, the College is recognizing both a moral and legal responsibility. Under the direction of the President, the Diversity Officer shall ensure compliance with this policy. The Diversity Officer, and all other staff in a supervisory capacity, shall implement this policy.

Statement of Commitment

Erie County Community College is committed to and affirms a policy of equal employment opportunity to all applicants, employees, and students without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, disability, genetic information, gender identification, status as a disabled or Vietnam era veteran, or any other legally protected characteristic and to provide each and every individual with the ability to work in a safe, productive and professional work environment that is free from discriminatory practices.

In achieving equal opportunity, we commit ourselves to:

- Recruit, hire, train, and promote the most qualified persons without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, disability, status as a disabled or Vietnam era veteran, or any other legally protected characteristic.
- Ensure that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensure that all personnel actions relating to compensation, benefits, transfers, retention, terminations, training, social and recreational programs and education are administered in a nondiscriminatory manner.

Classroom Accommodation Statement

EC3PA is committed to providing a welcoming, supportive, and inclusive environment for students with disabilities. The Office of Diversity, Equity, and Inclusion (DEI) provides a point of coordination, resources, and support for students with disabilities and the campus community. If you anticipate or experience physical or academic barriers based on disability, please contact the College Counselor at aobert@ec3pa.org or 814-413-7030, so that we can discuss options. You are also welcome to contact your DEI Officer, at lhigginbottom@ec3pa.org or 814-413-7009, to begin this conversation or to establish reasonable accommodations for this or other courses.

Diversity Statement

We value human diversity in all its richly complex and multi-faceted forms, whether expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social or economic classes. We respect the value of every member of the college and everyone is encouraged to share his or her unique perspective as an individual, not as a representative of any category. Multicultural and intercultural awareness and competencies are key leadership skills and we intend to present opportunities that respect and celebrate diversity of thought, background, and experience. College is supposed to challenge assumptions and to provide new and sometimes uncomfortable ways of looking at issues, but if you feel uncomfortable regarding content or perspectives that are presented or discussed by professors, guest speakers, or others, we encourage you to contact one of your instructors or College administrators immediately so that we can discuss those feelings. We would like to use your preferred language when addressing you, so please let us know if your preferred name (or the pronunciation of that name) differ from what we are using and we ask that each of you let us know your preferred gender pronouns. Your suggestions on how to incorporate diversity in this college in a meaningful way are appreciated and encouraged. You can contact the Diversity officer at, lhigginbottom@ec3pa.org or 814-413-7009.





ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

Welcome to EC3PA--Erie County Community College of Pennsylvania !

As Pennsylvania's newest community college, EC3PA serves all of Erie County with sites located in downtown Erie, Millcreek and Summit Townships, the city of Corry and, of course, online. We are the community's college and are here to help you with your next steps. Whether that first step is one that helps prepare you to transfer to a four-year school, to jump right into a high-wage career, to brush up some skills, or to explore new subjects, EC3PA has classes and training designed for you.

We are here to serve you! EC3PA is for everyone: first-generation college students, recent high school graduates, working parents, and those returning to school. We educate veterans who have returned from deployment and are ready to embark on their next career. We welcome adult learners who are entering the world of higher learning for the first time and those who are coming back after a long break looking for a new career.

Our students are as diverse as Erie County itself -- with students coming from everywhere in the County. Diversity is a point of pride for EC3PA; we will listen to you, understand your unique life circumstances and experiences, and work hand-in-hand with you to reach all of your educational goals.

EC3PA is built differently from other institutions of higher learning. We support, challenge, and encourage students to make the best of themselves so that they can give back and make Erie County even stronger. We partner with business and industry leaders to provide skilled workers for the ever-changing world. We truly meet students where they are, listen to their dreams, and help take them where they want to be. Let us empower you!

Let me tell you my own story. A kid from central Illinois from a family with no college education is not supposed to become a theatre professor and then a dean and then an academic administrator. And he certainly isn't supposed to become a college president. I had many barriers in my educational path. Nevertheless, I persisted. My story began one fall semester when I went to my local community college and once I got there, I just started. Then I stayed.

My community college gave me a just start and a chance to do things that no one in my family had done. It helped me realize dreams that were so far beyond me as to be unfathomable. My teachers looked past the big chip on my shoulder and saw something else there. And they helped me to see it too. That's what a community college is supposed to do: to provide a path for even the most economically disadvantaged and academically underprepared student to achieve something bigger. When afforded a just start, all students have that chance.

We are excited to work with you, and we are glad that you've chosen to make EC3PA your educational home. This is your college and you belong here!

Best,

Chris Gray
Founding President





ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

HISTORY

Until recently, Erie County, Pennsylvania was the only metropolitan area in Pennsylvania without a community college. In October, 2016, a non-profit organization named Empower Erie was created to study the feasibility of a community college. Funded by the Erie Community Foundation, the Erie County Gaming Revenue Authority, the Susan Hirt Hagen Fund for Transformational Philanthropy, and the Erie County Council, Empower Erie produced a feasibility study on May 8, 2017. This study demonstrated conclusively that a community college was needed in Erie County and that the college would have significant positive impacts on the future of the County.

With Erie County serving as the legal sponsor of the college, an application for a new community college was submitted to the Pennsylvania Department of Education (PDE) in June, 2017. An updated application was filed in 2018. However, it was not until July, 2020 that the Pennsylvania Department of Education (PDE) held a two day evidentiary meeting to discuss the merits of a new community college in Erie, PA. That meeting ended with an initial approval of 9-6 by the PDE Board. The final vote to approve the community college occurred on July 8, 2020 with a 10-5 approval.



Upon receiving approval from the State Board of Education in July 2020, Erie County Community College prioritized the necessary steps to open for the inaugural 2021-22 school year. In accordance with PA

Law 24 P.S. Sec.19-1904-A, Erie County Council and the County Executive had 60 days to appoint a Board of Trustees in accordance with the PDE's "Guidelines for the Establishment of Public Community Colleges." Nine Trustees were appointed by the Erie County Council and convened for the first time on September 8, 2020.

PDE's "Guidelines for the Establishment of Public Community Colleges" also directs a new community college to have a planning year in which to develop all aspects of the operational plan for the college and to achieve PDE approval of the 120-Day Plan. The Erie County Community College started the planning year in September 2020 (Inaugural Board of Trustees Meeting) through August 2021. Work began on the 120 Day Plan in November 2020 and it was submitted to the PDE in April of 2021. It was subsequently approved by the Department of Education.

The Board of Trustees established a strong committee structure supplemented by a team of higher education experts and advisors to expedite progress on multiple fronts, including development of curriculum, hiring of personnel, identification of initial sites, and development of policies and best practices. In late January 2021, the Board of Trustees announced the hiring of Dr. Judith Gay, as interim president to provide leadership and expertise to the effort. Dr. Gay, who served as vice president for strategic initiatives and chief of staff for the Community College of Philadelphia, brought a wealth of experience and insight to Erie County Community College.

By the summer of 2021, the College had added additional staff, had developed major information technology systems to administer the college, hired the first four full time faculty; Dr. Leatra Tate, Dr. Jennifer Robinette, Alex Wheaton, and Kimber Forrester who in turn aided in the development of curriculum, and designed a website. Student enrollment began in August and the Erie County Community College began its first semester of operation on September 1, 2021.





ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

HISTORY (continued)

The Erie County Community College of PA will meet the needs of businesses, industry and the citizens of the Erie region. EC3PA will partner with the other area education institutions to maximize and grow the educational opportunities provided to a population that is looking for opportunities to succeed. The Erie region and its citizens will be well served by the college.

The College is sponsored by Erie County and has been created to fulfill the following opportunities:

- Offer affordable educational options and training in the area
- Replace a retiring workforce by quickly responding to economic shifts and training needs
- Serve as a feeder to the strong four-year universities in Erie County
- Be a strong partner in workforce and economic development
- Develop programs that connect people to jobs

EC3PA offers associate's degree that provide education and training at an affordable price for available and emerging jobs that do not require a baccalaureate degree. In addition, the college provides the education many students need to succeed in a four-year program, as well as an affordable option for the first two years of college for those seeking a bachelor's degree.

The Erie County Community College of PA will meet the needs of businesses, industry and the citizens of the Erie region. EC3PA will partner with the other area education institutions to maximize and grow the educational opportunities provided to a population that is looking for opportunities to succeed.



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

BECOMING A STUDENT

Admission

Erie County Community College of PA (EC3PA) is an open enrollment institution.

Admission to Erie County Community College is open to the following individuals:

- High school graduates, General Equivalency/Commonwealth Diploma recipients, and transfer applicants from another college or university.
- Any non-high school graduate and non-General Equivalency recipient over the age of 18 who can demonstrate the ability to benefit from post-secondary education.
- Persons not meeting the above criteria may be considered for admission on an individual basis.

Admission to Erie County Community College does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements are established in compliance with institutional expectations, accrediting-body standards, Commonwealth rules and regulations, or federal guidelines and statutes. Applicants for such programs must follow the prescribed steps for admission in each program.

Applications are accepted on a rolling basis. The application for admission is found here: <https://www.ecccpa.org/apply/>.

Academic Placement

Students' academic preparedness for different courses is assessed using various methods to ensure that students are placed in the level of classes in which they will succeed. The College will include non-cognitive assessments as part of the placement process. These assessments and measures could include but not be limited to:

- Placement test results
- High School transcripts
- AP exam scores
- GED scores
- SAT scores
- ACT scores
- College transcripts
- CLEP examination scores
- TOEFL examination scores



Students are offered the option to take the knowledge assessment in a non-proctored, self-paced environment. Students will be permitted multiple attempts at these low-stakes, adaptive assessments to modify their placement. <https://www.ecccpa.org/academic-placement/>.

Students who have prior academic experience such as an earned degree (associate's or higher) from an accredited institution, students who are degree candidates at another institution (visiting students), students who have transferred 12 or more credits to Erie County Community College from another institution where they received a GPA of 2.0 or above, and students who are readmitted to the College and have received a GPA of 2.0 or above upon the completion of 12 or more credits shall be exempt from placement testing.





ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

BECOMING A STUDENT (continued)

Transfer Information

EC3PA welcomes students who have completed coursework at other institutions and who wish to continue their studies at EC3PA. If students are transferring from another college, the EC3PA Registrar's office will evaluate credit to be transferred based on the degree they intend to pursue at EC3PA.

Erie County Community College shall evaluate and accept credits earned at another college or university accredited by an institutional accrediting organization that is recognized by the Council for Higher Education Accreditation (CHEA). Credits earned at institutions that are not accredited may be accepted upon consideration of course equivalencies, including expected learning outcomes of the institution's curricula and standards. Credit may be awarded for courses from an institution, whether

or not similar courses are offered at Erie County Community College. These courses must satisfy both general elective and graduation requirements.

No more than one-half of the credit requirements for a degree, certificate or diploma shall be completed at another institution.

Only courses with a grade value of 2.0 (C) or higher will be considered for transfer. Courses with a grade value of "pass" or "satisfactory" will be accepted as transfer credits when the transcript states that a "pass" or "satisfactory" is equivalent to a C or above. Transfer courses will be awarded credit with no grade value (quality points) assigned.

Developmental coursework is not accepted for transfer credit but will be transcribed for prerequisite purposes.



Specific degree programs may establish additional guidelines for acceptance of transfer credits based on time limitations.

Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies. Find more information at <https://www.ecccpa.org/transfer-information/>.

Foreign educational credentials must be evaluated initially by a recognized evaluation and/or translation service.

Registration

Currently enrolled and previously enrolled students in good academic standing in credit degree or certificate programs, should utilize online registration to enroll for courses. Students may also register in person at Enrollment Services.

Students will be permitted to attend only those sections of courses for which they have officially registered and paid. Students are not permitted to sit in on classes for which they have not registered.

It is the student's responsibility, in consultation with appropriate College staff or program faculty, to make certain that any registration changes will fulfill the degree requirements. Veteran students, students who are active military, and military dependents are afforded priority registration in accordance with Pennsylvania state requirements.

Students can register for classes until the day classes begin. Because the College offers several sessions each semester, registration times vary.

Student Course Load

A full-time student is one taking 12 or more credit hours. Students expecting to graduate within two years must successfully complete 15 to 17 college level credit hours each semester or complete summer courses. The required number of credit hours depends on the curriculum in which the student is enrolled.



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

BECOMING A STUDENT (continued)

Tuition and Fees

EC3PA is among the most affordable institutions of higher education in the state. Our tuition and fees are outlined here: <https://www.ecccpa.org/tuition-and-fees/>. Until EC3PA has received regional accreditation, the institution is not eligible for student aid. Our students who have financial barriers can speak to advising@ec3pa and apply for additional assistance provided by Erie County.

Tuition rates at Erie County Community College are determined by a student's domicile. Domicile is defined as "the place where one intends to and does, in fact, permanently reside."

An applicant or student under the age of 18 shall be presumed to have the domicile of parents or guardian. A minor may prove emancipation and independent domicile through convincing evidence.

Commonwealth of Pennsylvania Residency

To establish Commonwealth residency, one must demonstrate continuous residence in the Commonwealth for a period of twelve (12) months prior to registration as a student.

Erie County Residency

To establish Erie County residency, an applicant must meet all of the following requirements:

1. Must be a citizen or a permanent resident alien of the United States or be admitted on an immigrant visa to the United States.
2. Must have resided in Pennsylvania for at least 12 months prior to registration.
3. Must have resided in Erie County for at least 12 months prior to registration.

The following documentation may be used to provide evidence toward meeting the residency policy requirements:

Important Note: Name and address must be present on all documents.

1. Current apartment lease or mortgage from the permanent residence.
2. Copy of a city/state tax bill.
3. Copies of bank statements, automobile registration, or other registered property.
4. Current Pennsylvania driver's license or state ID.
5. High school transcript showing an Erie County home address.
6. Pay stubs with Erie County home address showing payment of Erie County taxes.

Cases shall be decided on the basis of documentation submitted, with qualitative rather than quantitative emphasis.

International Students

International students holding an F-1 or J-1 visa cannot be classified as legal residents of Erie County or Pennsylvania.

United States Veterans, United States Military and Civilian Personnel, and Their Dependents

All eligible veterans of the United States Armed Forces and their spouses and dependents will receive the in-county residency rate for tuition. For veterans to be eligible, they must have served in the United States Armed Forces, including reserve component or National Guard, and must have been discharged or released from service under conditions other than dishonorable.



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

BECOMING A STUDENT (continued)

All active United States military personnel, including their spouses and dependents, who are assigned to an active duty station in Pennsylvania and reside in Pennsylvania will receive the in-county residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the permanent duty station of the member to a location outside of Pennsylvania. All active United States civilian personnel, including their spouses and dependents, who reside in Pennsylvania or who are employed or transferred to a United States Department of Defense facility in Pennsylvania and reside in Pennsylvania will receive the in-county residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the assigned employment of the member to a location outside of Pennsylvania.

All active military personnel, including the spouses and dependents will receive the in-county residency rate for tuition for online courses. Veterans and active military and civilian personnel must verify their affiliation with the United States Armed Services. Spouses and dependents must verify the veteran, military or civilian member's status with the United States Armed Services and provide proof of dependent status.

Change of Residency

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Any changes made to residency after the last day of the term's refund period (15-week during fall/spring, 6-week during summer) will be reflected in the following semester.

Payment and Refunds of Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition may vary based on residency. To fund the cost of student publications, student clubs and organizations, and other special services and activities for students, there shall be a general College fee for credit courses. Some credit courses offered by the College are subject to additional course fees. These may include courses with laboratories, clinical instruction or additional instructional hours. Other fees may be assessed to include but are not limited to fees for late registration, credit by examination, prior learning assessment, student identification cards, technology use, transcript processing and on-line learning.

Refunds

It is the student's responsibility to submit an official drop form via the web, even in cases of non-attendance. Students who drop credit courses prior to the start of the term will not incur any charges other than fees that are considered non-refundable.

The first day of the term marks the beginning of the refund policy regardless of the first scheduled class day for any particular student. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent of tuition and applicable fees and will be financially responsible for the charges incurred.

A full refund of tuition and fees shall be made if the College cancels a class.

Students may request an exception to the above refund policies in the case of extenuating circumstances.



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

STUDENT SERVICES

Erie County Community College of PA aims to provide student services which meet the needs of our students and support them to successfully complete coursework. The college is committed to removing barriers to student success and facilitating student connections, to faculty, staff, and to other students. Many different support services are offered which are outlined in the next sections.

Advising/Academic Counseling

Academic and career advising will be available to each student upon request. Advising resources are available on the website, and faculty and staff are aware of course and program requirements for each program offered at the institution.

Advisors work closely with students to develop educational plans, review program requirements, and select appropriate courses. Advisors will also assist students with understanding their program of study in terms of personal, academic and career goals and expectations. Students are strongly encouraged to be an active part of the advising relationship by engaging with their Advisor throughout their time at the College. Students work with Advisors to plan for the transfer process by understanding policies and procedures, and referrals to college resources.

The ultimate responsibility for making decisions about personal goals and educational plans rests with each student. Advisors support and assist by helping to identify and assess options. Students who are identified as needing greater emotional, psychological or other supports will be referred to appropriate support services in the community.

It is the student's responsibility, in consultation with appropriate College staff or program faculty, to make certain that any registration choices fulfill the degree requirements.

Tutoring/Academic Support

Tutoring and academic supports are available to students as needed. When possible, students will be grouped together to address common academic concerns. Workshops addressing study habits and academic needs are offered on a regular basis, and the library provides classroom visits, lectures, and individual consultations as a resource for research and writing. Students can request tutoring and academic support from any Student Services Personnel, aobert@ec3pa.org, including the Librarian. mhowells@ec3pa.org.

Learning Accommodations

Any student with a documented learning difference who needs academic accommodation(s) should contact the College Counselor for Academics and Disabilities, at aobert@ec3pa.org, to schedule a confidential appointment to review accommodation requests. The College will be looking for documentation regarding the student diagnosis and recommended accommodations. Types of documentation can be an IEP, Section 504, Psychological Evaluation, and/or Letter from a certified provider.

Reasonable accommodation(s) will be determined by the College.

Basic Needs Security

EC3PA has established connections with area agencies and service providers to assist students with accessing assistance with housing and food insecurity. Students can visit the Student Services Center in the basement of the St. Benedict's facility and speak with a staff member to be connected to local agencies who will help.

Students, staff, and faculty have provided a "grab and go" food pantry for students in the Student Services Center of St. Benedict's facility and the Erie County Technical Skills Center facility (room 202) so students can access food to meet immediate needs. Students experiencing more expansive needs will be connected with area pantries providing additional offerings.



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

STUDENT SERVICES (continued)

Public Transportation

EC3PA students who are currently enrolled and have active EC3PA student identification are able to ride the EMTA buses for free when the College is in session. Information is available at: <https://ride-the-e.com/university-services/>.

Bookstore

EC3PA is committed to keeping costs as low as possible for our students. As often as possible, our faculty choose Open Educational Resources (OER) as the texts/resources for their classes. When OERs are not available for a course, the College has contracted with Barnes & Noble to provide bookstore services. The Barnes & Noble online bookstore, <https://bncvirtual.com/ec3pa>, is built around a course-driven system that ensures students order and receive the correct book. Students are encouraged to shop for the assigned texts anywhere, to ensure they receive the best price possible.

STUDENT RIGHTS AND RESPONSIBILITIES

All students shall abide by the College's policies as well as all county, state and federal laws. Further, students shall not interfere with or disrupt the orderly educational processes at the College. All students are expected to understand and adhere to regulations in the College Catalog to include, but not limited to, degree requirements, academic progress, financial obligations, relationships with College authorities, transferability of credits for courses completed, acceptance of credits for graduation and eligibility to graduate.

Family Educational Rights and Privacy Act (FERPA)

The College accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students may sign a FERPA release form to allow the College to share protected information. Such information will not be shared without such a release in place. For assistance with completing a release form, please contact the Registrar, adick@ec3pa.org, or Dean of Student Support, Success, and Enrollment Management, kbowman@ec3pa.org

Student Code of Conduct

The primary purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the College community. Students are expected to treat all members of the College community with dignity, respect, fairness, and civility and to behave in a responsible manner at all times both in and outside of the classroom. Every student is expected to be fully acquainted with and comply with all policies, rules, and regulations outlined in the Student Code of Conduct.

The Student Code of Conduct applies to all students while enrolled at the College, on College premises, and/or while attending College-sponsored activities on or off campus. Certain circumstances, for example, an instance of sexual misconduct, off campus misconduct at non-College-sponsored activities that have a continuing and disruptive effect on members of this College community, will also be actionable under the Student Code of Conduct.

Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class. The College may initiate disciplinary proceedings for student violations including, but not limited to disruption of the orderly process of the College, including, but not limited to, disruptions of classes, events, or meetings, or interference with the rights of others; physical or verbal (oral and/or written), and/or sexual assaults, threats, abuse, harassment, and/or endangerment of the health or safety of a person at the College.

More information can be found on page 36 of the [College's Policy Manual](#).



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

STUDENT RIGHTS AND RESPONSIBILITIES (continued)

Students will respect College property, property belonging to a third party on a College-sponsored activity, or property belonging to a student, faculty, staff member, or campus visitor. Students will not bring to campus or any College-related activity any weapon, firearm, explosive and/or facsimile weapons, or flammable liquids such as paint, gasoline, etc., or any fireworks, ammunition, etc., except by an individual for use in a program approved by the College. Students will not knowingly give false information in response to a request from College employees; nor will students forge, alter, or misuse College documents.

Students will not misuse technology, including but not limited to, sending, distributing, posting, or displaying offensive, harassing, or threatening material, forging email messages, and other actions in violation of the College's Acceptable Use of Technology Policy as it relates to use of College technology and computing systems.

Complaints, Problems, Grievances and Appeals by Students

A student may lodge a complaint about any matter in which he or she feels unjustly treated by following the College's Appeals Procedures.

The College will maintain a fair, equitable, and timely procedure for addressing student complaints and grievances which will ensure that the rights of the students, the College community, and the community-at-large are protected. The student has the right to due process and all grievances and appeals must be conducted in a manner which ensures the accused student adequate notice and a fair opportunity to be heard.

If a student is found responsible for a violation of the Student Code of Conduct and refuses the administrative decision, the student has the right to request an appeal hearing.

GENERAL EDUCATION

Erie County Community College General Education Goals

- EC3 graduates will...
 - ◆ Break down arguments and recognize that different people see things differently
 - ◆ Be able to work with other people and be able to communicate clearly with them.
 - ◆ Create unique solutions that work.
 - ◆ Evaluate solutions and plan for the future.

Erie County Community College general education philosophy.

EC3PA recognizes the fast pace of societal and technological changes and is committed to developing graduates with an entrepreneurial mindset. Our graduates will be empathetic, nimble, and possess the creativity and innovation required to succeed in the future; tenets in their approach learning process.



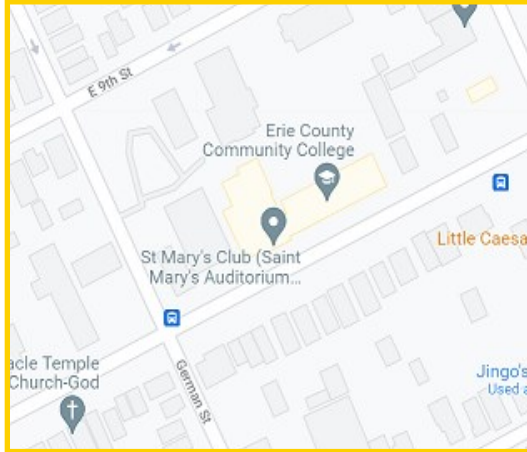
they will apply design thinking to problem solving and the



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

Class Locations

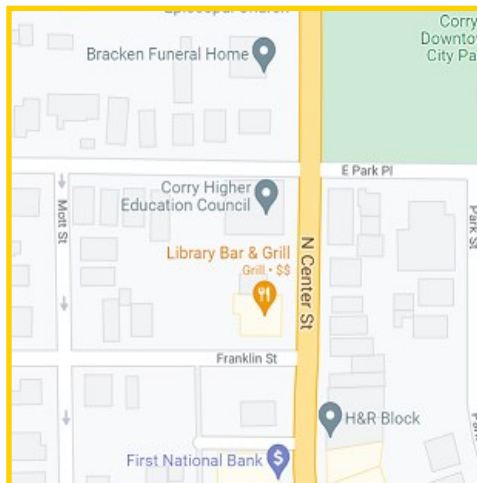
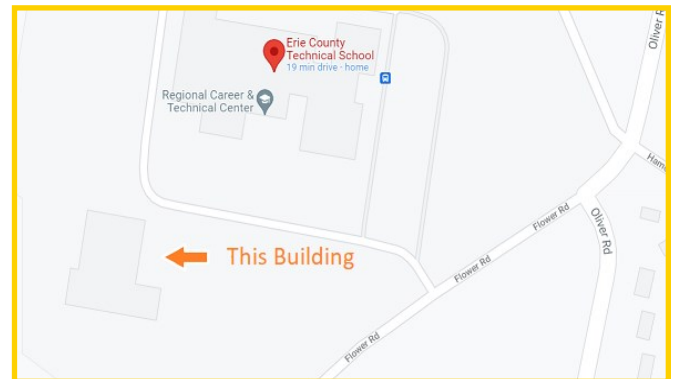


St. Benedict Education Center

330 East 10th Street
Erie, PA 16503
(814) 452-4072

Erie County Technical School Skills Center

8500 Oliver Road
Erie, PA 16509
(814) 464-8600



Corry Higher Education Council Building

221 N. Center St
Corry, PA 16407
(814) 664-9405

Regional Science Consortium at the Tom Ridge Environmental Center

301 Peninsula Dr.
Erie, PA 16505
814-833-7424





ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

Our Community, Your College!

CAMPUS LIBRARY

The mission of the library at the Erie County Community College is to provide in-person and online academic support for students and faculty. Our goal is to be an essential part of student success by providing research assistance, class support, and information literacy instruction.

The community college has subscribed to e-book databases and general article databases in order to provide trusted sources of information targeted for community college students. The library also has a collection of reference materials and select physical textbooks in order to support the community college classes.



The library can be found on the 3rd floor of St. Benedict's Education Center.

Students will be required to apply for an Erie County Public Library (ECPL) card if they do not already have one. With the card, they can choose to borrow materials from ECPL's extensive physical collection and they will have access to numerous electronic databases.



ERIE COUNTY PUBLIC LIBRARY ACCESS

- Access all available print, digital, and audio-visual collections and materials at public library locations across Erie County.
- Use internet-connected computers. These devices provide access to a range of data bases, including POWER Library.
- Participate in interlibrary loan services to gain access to even more materials not available within the ECPL catalog.
- Have study time in study rooms or collaborate with classmates and peers.
- Access printing, scanning, and fax services (some additional charges may apply).
- Receive assistance from Reference Librarians.

Blasco Memorial Library
160 East Front Street
Erie, Pa 16507
(814) 451-6900

Millcreek Branch Library
2088 Interchange Rd., Suite 280
Erie, PA 16565
(814) 451-7084

Edinboro Branch Library
413 W. Plum St
Edinboro, PA 16412
(814) 451-7081

Iroquois Avenue Branch
4212 Iroquois Ave
Erie, PA 16511
(814) 451-7082

Lincoln Community Center
1255 Manchester Rd
Erie, PA 16505
(814) 451-7085



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UNIVERSITY LIBRARY ACCESS

EC3PA students can register for library cards at associated universities, which allow them to benefit from the vast print collection available at each library. Additionally, EC3PA students can use public and private study areas and spaces at these facilities.



[John M. Lilley Library](#)
4951 Behrend College Dr.,
Erie, PA 16563
(814) 898-6106



[Baron-Forness Library](#)
200 Tartan Rd.
Edinboro, PA
(814) 732-2273





ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

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ASSOCIATES DEGREES PROGRAMS



Associate of Arts in Liberal Studies

An associate degree in liberal arts equips students with written and verbal communication, and critical thinking skills. After two years of full-time study, liberal arts graduates can apply their knowledge to careers in social services, business administration, marketing, healthcare, and many other fields. An associate degree in liberal arts includes courses in subjects like English, communications, history, psychology, economics, and mathematics and

science. Rather than zeroing in on one subject, students focus on learning to think critically.

Associate of Applied Business in Management and Entrepreneurial Thinking

Graduates with an associate degree in Management and Entrepreneurial Thinking are trained in financial management, human resources and marketing which prepares them to start their own businesses or to work for an established business.



Associate of Applied Science in Information Technology Network Systems

A two-year degree in Information Technology Network Systems is a versatile degree that can help you get your foot in the door with a wide variety of companies and industries in your own backyard. Information technology plays a key role in any organization. It helps organizations design, utilize and support the computer systems that help streamline their production processes. Technology is part of nearly every company in every industry, and plenty of them are aware of the value you can bring to an IT department with a two-year degree.





PROGRAM REQUIREMENTS

Associate of Arts in Liberal Studies

General Education Course Requirements - 10 courses from the following:

- A. FYE 101 First Year Experience (3 cr. hrs.) Required
- B. ENG 101 English Composition I (3 cr. hrs.) Required
- C. One of the following:
 1. ENG 102 English Composition 2 (3 cr. hrs.)
 2. ENG 110 Oral Communication (3 cr. hrs.)
- D. Social & Behavioral Sciences - One of the following:
 1. ECO 101 Macroeconomics (3 cr. hrs.)
 2. ECO 102 Microeconomics (3 cr. hrs.)
 3. PSY 101 Introduction to Psychology (3 cr. hrs.)
 4. SOC 101 Introduction to Sociology (3 cr. hrs.)
 5. ANT 201 Survey of Anthropology (3 cr. hrs.)
 6. POL 203 Survey of American Politics (3 cr. hrs.)
- E. Artistic Expression - One of the following:
 1. MUS 101 Introduction to Music (3 cr. hrs.)
 2. ART 101 Art Appreciation (3 cr. hrs.)
 3. ENG 207 Survey of Literature (3 cr. hrs.)
 4. ENG 201 Poetry (3 cr. hrs.)
- F. Cultural Awareness - One of the following:
 1. HIS 122 Modern History (3 cr. hrs.)
 2. PHL 111 Religions of the World (3 cr. hrs.)
 3. SOC 211 Racial and Ethnic Minorities (3 cr. hrs.)
 4. POL 112 Introduction to International Relations (3 cr. hrs.)
 5. MUS 114 World Music (3 cr. hrs.)
- G. Mathematics - One of the following:
 1. MAT 102 Mathematical Concepts (3 cr. hrs.)
 2. MAT 111 College Algebra (3 cr. hrs.)
 3. MAT 202 Introduction to Statistics (3 cr. hrs.)
- H. Natural Science - One of the following:
 1. BIO 101 General Biology with Lab (4 cr. hrs.)
 2. GLG 220 Environmental Geology with Lab (4 cr. hrs.)
- I. Technology Skills
 1. CIS 100 Computer Applications and Concepts (3 cr. hrs.)
- J. Ethics
 1. PHL 101 Introduction to Philosophy (3 cr. hrs.)
- II. Elective Requirements—10 courses selected from other General Education courses.



PROGRAM REQUIREMENTS/DEGREE TRACKER

Associate of Applied Business in Management and Entrepreneurial Thinking)

General Education Course Requirements - 10 courses from the following:

- A. FYE 101 First Year Experience (3 cr. hrs.) Required

- B. ENG 101 English Composition I (3 cr. hrs.) Required

- C. One of the following:
 - 1. ENG 102 English Composition 2 (3 cr. hrs.)
 - 2. ENG 110 Oral Communication (3 cr. hrs.)

- D. Social & Behavioral Sciences - One of the following:
 - 1. ECO 101 Macroeconomics (3 cr. hrs.)
 - 2. ECO 102 Microeconomics (3 cr. hrs.)
 - 3. PSY 101 Introduction to Psychology (3 cr. hrs.)
 - 4. SOC 101 Introduction to Sociology (3 cr. hrs.)
 - 5. ANT 201 Survey of Anthropology (3 cr. hrs.)
 - 6. POL 203 Survey of American Politics (3 cr. hrs.)

- E. Artistic Expression - One of the following:
 - 1. MUS 101 Introduction to Music (3 cr. hrs.)
 - 2. ART 101 Art Appreciation (3 cr. hrs.)
 - 3. ENG 207 Survey of Literature (3 cr. hrs.)
 - 4. ENG 201 Poetry (3 cr. hrs.)

- F. Cultural Awareness - One of the following:
 - 1. HIS 122 Modern History (3 cr. hrs.)
 - 2. PHL 111 Religions of the World (3 cr. Hrs.)
 - 3. SOC 211 Racial and Ethnic Minorities (3 cr. hrs.)
 - 4. POL 112 Introduction to International Relations (3 cr. hrs.)
 - 5. MUS 114 World Music (3 cr. hrs.)

- G. Mathematics - One of the following:
 - 1. MAT 111 College Algebra (3 cr. hrs.)
 - 2. MAT 202 Introduction to Statistics (3 cr. hrs.)

- H. Natural Science - One of the following:
 - 1. BIO 101 General Biology with Lab (4 cr. hrs.)
 - 2. GLG 220 Environmental Geology with Lab (4 cr. hrs.)

- I. Technology Skills
 - 1. CIS 100 Computer Applications and Concepts (3 cr. hrs.)

- J. Ethics
 - 1. PHL 101 Introduction to Philosophy (3 cr. hrs.)



PROGRAM REQUIREMENTS

II. Program Major Requirements – 8 courses from the following courses:

- A. ACC 111 Business Accounting (3 cr. hrs.)
- B. ACC 150 The Legal Environment of Business (3 cr. hrs.)
- C. BUS 101 Introduction to Business Administration (3 cr. hrs.) **Required**
- D. BUS 103 Principles of Management (3 cr. hrs.) **Required**
- E. BUS 130 Business Communications (3 cr. hrs.)
- F. BUS 221 Production Management (3 cr. hrs.)
- G. ENT 110 Fundamentals of Entrepreneurship (3 cr. hrs.) **Required**
- H. ENT 120 Entrepreneurial Marketing (3 cr. hrs.)
- I. ENT 130 Entrepreneurial Finance Intelligence (3 cr. hrs.)
- J. ENT 140 Business Plan Development for the Entrepreneur (3 cr. hrs.)

III. Electives; 2 courses (6 cr. hrs.) from the course schedule, as approved by the program advisor.



PROGRAM REQUIREMENTS

Associate of Applied Science in Information Technology Network Systems

General Education Course Requirements - 10 courses from the following:

- A. FYE 101 First Year Experience (3 cr. hrs.) Required

- B. ENG 101 English Composition I (3 cr. hrs.) Required

- C. One of the following:
 - 1. ENG 102 English Composition 2 (3 cr. hrs.)
 - 2. ENG 110 Oral Communication (3 cr. hrs.)

- D. Social & Behavioral Sciences - One of the following:
 - 1. ECO 101 Macroeconomics (3 cr. hrs.)
 - 2. ECO 102 Microeconomics (3 cr. hrs.)
 - 3. PSY 101I Introduction to Psychology (3 cr. hrs.)
 - 4. SOC 101 Introduction to Sociology (3 cr. hrs.)
 - 5. ANT 201 Survey of Anthropology (3 cr. hrs.)
 - 6. POL 203 Survey of American Politics (3 cr. hrs.)

- E. Artistic Expression - One of the following:
 - 1. MUS 101 Introduction to Music (3 cr. hrs.)
 - 2. ART 101 Art Appreciation (3 cr. hrs.)
 - 3. ENG 207 Survey of Literature (3 cr. hrs.)
 - 4. ENG 201 Poetry (3 cr. hrs.)

- F. Cultural Awareness - One of the following:
 - 1. HIS 122 Modern History (3 cr. hrs.)
 - 2. PHL 111 Religions of the World (3 cr. Hrs.)
 - 3. SOC 211 Racial and Ethnic Minorities (3 cr. hrs.)
 - 4. POL 112 Introduction to International Relations (3 cr. hrs.)
 - 5. MUS 114 World Music (3 cr. hrs.)

- G. Mathematics - One of the following:
 - 1. MAT 102 Mathematical Concepts (3 cr. hrs.)
 - 2. MAT 111 College Algebra (3 cr. hrs.)
 - 3. MAT 202 Introduction to Statistics (3 cr. hrs.)

- H. Natural Science - One of the following:
 - 1. BIO 101 General Biology with Lab (4 cr. hrs.)
 - 2. GLG 220 Environmental Geology with Lab (4 cr. hrs.)

- I. Technology Skills
 - 1. CIS 100 Computer Applications and Concepts (3 cr. hrs.)

- J. Ethics
 - 1. PHL 101 Introduction to Philosophy (3 cr. hrs.)



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PROGRAM REQUIREMENTS/DEGREE TRACKER

Continued from Previous Page

- II. Program Major Requirements – 8 courses from the following courses:
 - A. CIS 113 IT Hardware Essentials and Support (3 cr. hrs.)
 - B. CIS 115 Information Technology Fundamentals (3 cr. hrs.)
 - C. CIS 117 Operating Systems Interfaces (3 cr. hrs.)
 - D. CIS 119 Introduction to Programming - Python (4 cr. hrs)
 - E. CIS 120 Network Integration and Management (3 cr. hrs.)
 - F. CIS 185 Introduction to Network Security (3 cr. hrs.)
 - G. CIS 215 Database Design and Application Development (3 cr. hrs.)
 - H. CIS 220 Systems Development (3 cr. hrs.)
 - I. CIS 250 Internet/Intranet Networking (3 cr. hrs.)

- III. Electives; 2 courses (6 cr. hrs.) from the course schedule, as approved by the program advisor.



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COURSE DESCRIPTIONS

ACC 111 - Business Accounting (Applied Business): This course provides an introduction to basic accounting principles, concepts, and methods for understanding general purpose financial statements and the accounting process. Students learn basic accounting concepts utilized in daily business operations, such as financial statement preparation, allowing them to collect financial data and make decisions based on that data 3 Credits

ACC150- The Legal Environment of Business (Applied Business): Students study the regulatory environment in which business operates and the political, social, and economic forces behind and evolution of the forms and types of law that govern disputes and transactions between individuals (including business organizations). The Constitutional foundation of law and the role played by administrative agencies in regulating business activity are studied including remedies in and out of court. Issues of crimes, torts, contracts, property, business organizations, consumer rights, employment, intellectual property rights, and international transactions will be discussed. 3 Credits

ANT201– Survey of Anthropology (General): This course is a scientific inquiry into human variability across space and time. The evolution of humanity’s biocultural nature from prehistory to present times is examined. This draws upon evidence from archaeology, physical anthropology/ human paleontology, ethnography and linguistic anthropology. 3 Credits

ART101- Art Appreciation (General): The Visual Communication course is designed to introduce students to the fundamental issues involved in the production and understanding of works of art within the broad context of human interaction and communication. The course introduces the student to the concepts, ideas, forms, and qualities of art and art appreciation, while simultaneously connecting the images that appear in everyday life to history, culture and visual aesthetics. Themes include ethical issues and censorship of art. 3 Credits

BIO101- Introduction to Biology (General): Emphasizes biological organization; basic biochemistry; biophysics of living systems; membrane dynamics; cellular structures and functions; cellular reproduction, photosynthesis; cellular respiration; chromosomal and molecular inheritance. *Prerequisite: ENG 101 pre/co-req* 3 Credits

BUS101- Introduction to Business (Applied Business): This course provides a foundation in modern business and business practices including principles of management, marketing and human resource management. The operation of business in a free enterprise system, the government’s role in business and forms of business ownership are discussed. *Prerequisite: ENG 101 placement or ENG 090 completed* 3 Credits

BUS103- Principles of Management (Applied Business): This course introduces the theory and basic principles of management. Students examine the management process including the areas of planning, leading, organizing and controlling. 3 Credits

BUS130- Business Communications (Applied Business): This course develops a student's skills in writing effective business letters, reports, and research projects. Verbal communication skills and the preparation of resumes and other job-related materials are studied. *Prerequisite: ENG 101 placement* 3 Credits

BUS221- Production Management (Applied Business): This course is an introduction to the characteristics and techniques applicable to product or operations management. The emphasis is on decision making in operational areas such as planning and control, cost reduction techniques, inventory control, production engineering, quality control, materials management, value engineering and the use of statistics and quantitative techniques in arriving at sound business decisions. 3 Credits

CIS100- Computer Applications and Concepts (General): This course is an exploration of modern computer technology used for communication, collaboration, problem solving, decision making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheet, presentation, and database management software; collaboration and networking software; the Internet of Things; and ethical issues related to technology. This is a Windows based hands-on course. 3 Credits



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COURSE DESCRIPTIONS

CIS113- IT Hardware Essentials and Support (Applied IT): Students develop the necessary skills to support personal computers by solving common PC hardware and software problems. Students will learn to install and maintain a variety of processors, operating systems, and applications. Successful completion of the course prepares students for the A+ Certification examination sponsored by the Computing Technology Industry Association. *3 Credits*

CIS115- Information Technology Fundamentals (Applied IT): This course explores technical issues involved with computers and information technology. Students will be able to set up a basic workstation, conduct basic software installation, establish basic network connectivity, identify compatibility issues, identify/prevent basic security risks and demonstrate knowledge in the areas of safety and preventative maintenance of computers. This course prepares students considering a career in Information Technology (IT) or desiring a more detailed knowledge of IT fundamentals. *3 Credits*

CIS117– Operating Systems Interfaces (Applied IT): In this course, students acquire an understanding of how a computer system’s hardware components impact performance of software. Students also learn about the impacts of parallelism and latency on performance as well as tradeoffs with various components such as processor clock speed, cycles per instruction, memory size and average memory access time. Problem solving is emphasized through the use of assembly language. *Prerequisites: CIS 113* *3 Credits*

CIS119– Introduction to Programming: Python (Applied IT): This course introduces computer programming using the Python programming language. Emphasis is placed on common data types, control flow, object-oriented programming and graphical user interfacedriven applications utilizing the standard library distributed with Python. *Prerequisites: CIS 113* *4 Credits*

CIS120- Network Integration and Management (Applied IT): This course introduces students to computer networking fundamentals. Topics include: network design, network hardware, network operating systems software, data communications, configuration and installation, internetworking, and troubleshooting basic network problems. Using a Microsoft Windows Server-based LAN environment, students practice network administration concepts and activities. *Prerequisites: CIS 113* *3 Credits*

CIS185- Introduction to Network Security (Applied IT): This course highlights the models and protocols essential to securing wired and wireless networks. Students also learn to capture and analyze network traffic, identify network security threats, and apply and evaluate network security controls. *Prerequisites: CIS 113* *3 Credits*

CIS215- Database Design and Application Development (Applied IT): This course provides students with a foundation of knowledge needed to work with database management systems and to create applications utilizing current development strategies. Students examine various types of database techniques with emphasis on relational designs. Students design and implement solutions to business-related problems. *Prerequisites: CIS 113* *3 Credits*

CIS220- Systems Development (Applied IT): In this course, students utilize a system development methodology through team-based projects that demonstrate their Information Technology skills. The focus of the course includes the Systems Development Life Cycle (SDLC) phases, user system requirements, logical and physical design, test and implementation planning, performance evaluation, software package evaluation and acquisition, prototyping, structured and object-oriented methodologies, development and adherence to the system life cycle standards and designing interfaces and dialogues. This course encourages interpersonal skill development with clients, users, team members and others associated with development, operation and maintenance of the system. *Prerequisites: CIS 113* *3 Credits*

CIS250- Internet/Intranet Networking (Applied IT): This course introduces students to the essential concepts and technical skills necessary to establish an Internet or Intranet within an enterprise, and the use of TCP/IP as a routable network protocol. Windows Server is used as a vehicle for both discussion and related lab activities. Topics include planning and installation, diverse client support, multiple protocol support, domain management, Novell and Macintosh connectivity, Remote Access Server, Active Directory Services and troubleshooting. Detailed coverage is also provided on TCP/IP issues such as IP addressing, bridging and routing, DHCP and naming services. *Prerequisites: CIS 113* *3 Credits*



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COURSE DESCRIPTIONS

EAS101-Earth Science Meteorology with Lab (General): This lecture and laboratory-based course investigates the principles and processes that produce weather and climate on earth. It covers the basic elements of meteorology-temperature, pressure, moisture and wind-and analyzes severe storms such as tornadoes and hurricanes. Lab work focuses on basic weather forecasting and weather conditions that affect our daily lives. *4 credits*

ECO101- Macroeconomics (General): This course is an introduction to the economic activity of the nation, introducing basic concepts and institutions. The emphasis is on aggregate income and spending, the government fiscal and monetary policy, national income accounting, economic growth and comparative economic systems. *3 Credits*

ECO102- Principles of Microeconomics (General): This course is an introduction to the activities of individual economic units, such as industries, companies, households and consumers. The course emphasis is on markets, the price system and the allocation of resources as they affect the consumer, the producer and the economy. *3 Credits*

ENG090- Fundamentals of College Writing (General): English 090 develops written communication skills, beginning with the ability to detect, diagnose, and correct error patterns in focused writings. Students practice sentence mechanics in the context of their own writing, while learning to develop paragraphs and short essays that clarify and support a point of view in preparation for college-level writing. Students then progress to planning, drafting, revising, and editing of short essays, some of which will be reading-based. *Prerequisite: ENG 090 placement* *3 Credits*

ENG101- English Composition I (General): This course introduces students to college-level, academic writing. Emphasis is placed on critical analysis, argumentation, intellectual honesty and revision. Through the writing process, students will refine arguments; develop and support ideas; investigate, evaluate, and integrate appropriate sources; revise and edit for effective style and usages; and develop an awareness of the variety of contexts, audiences, and purposes of academic writing. Students produce five to seven reading-based, multi-paragraphed argumentative essays of increasing difficulty, totaling 15-20 pages for the semester. *Prerequisite: ENG 101 placement or ENG 090 completed* *3 Credits*

ENG102- English Composition II (General): This course builds upon the concepts introduced in English Composition I, with a focus on research-based, college-level, academic writing. Emphasis is placed on critical and ethical analysis, the research process, proper citation practices, intellectual honesty, and revision. Through the writing process, students will determine an appropriate topic for research; investigate, evaluate, and integrate multiple sources; revise and edit for effective style and usages; and develop an awareness of the variety of contexts, audiences, and purposes of academic writing. Students will produce several writing projects that culminate in a signature research essay of approximately 7-9 pages. *Prerequisite: ENG 101 completed* *3 Credits*

ENG110- Oral Communication (General): A human performance course designed to improve oral communication skills in public speaking, group process, and interpersonal situations. Communication theory will be presented and practice will be provided with audience/situation analysis, organizational strategies, critical listening and thinking, and use of ethical principles and evidence in the preparation and delivery of informative and persuasive speeches, participation in decision-making groups, and analysis of interpersonal relationships. The incorporation of research from credible sources into all communication contexts, with a specific emphasis on public communication, will be emphasized. *3 Credits*

ENG201- Poetry (General): This is a course in the study of poems of various periods and types. Emphasis is on the meaning of individual poems and the interplay of sensory images. The course will examine how social and philosophical culture dictate how poetry is written and establish what qualities make great poetry. *3 Credits*

ENG207- Survey of Literature (General): Explores literature in a variety of genres such as short fiction, poetry, and drama. The focus of this course is on the elements of the literature studied, including character, style, structure, form, tone, and theme. The historical and cultural context of the works studied, including history, geography, culture, race, gender, class, ethnicity, and religion are also considered. Literature studied in this course is drawn from various literary periods as well as from a range writer, including American, British, western European, and world literary figures. *3 Credit*

ENT110- Fundamentals of Entrepreneurship (Applied Business): This course provides an overview of the challenges of starting a new venture or strengthening an existing one. Students will learn the characteristics of an entrepreneur and how to use the tools that an entrepreneur needs to evaluate a business concept and, if it is viable, how to take the steps needed to make it a reality. The course covers key aspects of entrepreneurship, including planning, operations, human resources, finance, marketing, and ethical responsibilities. *3 Credits*



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COURSE DESCRIPTIONS

ENT120- Entrepreneurial Marketing (Applied Business): The focus of this course is examining the role of marketing in start-up or existing small business ventures, including a review of digital and traditional marketing approaches. Students learn how to define target markets, conduct market research, and select cost-effective marketing techniques. Students develop a working marketing plan and demonstrate their ability to establish measurable marketing goals with a plan of action to achieve the goals using available resources and networks. *3 Credits*

ENT130- Entrepreneurial Financial Intelligence (Applied Business): This course is designed to familiarize entrepreneurs with key financial and accounting concepts that are essential in starting and running a business and help them acquire the tools they need to manage an entrepreneurial venture effectively. This course will cover basic accounting terms and ratios, financial statements, cash flow and budgets, and review the accounting software available for a prospective business entity. This course is designed for small business owners and entrepreneurs, rather than those seeking to work as professional accountants. *3 Credits*

ENT140- Business Plan Development (Applied Business): In this course, entrepreneurs learn the process of preparing and implementing a business plan and presenting it to potential lenders and investors. That process includes creating concept statements, developing feasibility studies, and designing business models. Students will learn how to anticipate and solve both typical and atypical problems that entrepreneurs encounter. *3 Credits*

FYE101- First Year Experience (General): This course introduces first-year students to ideas and strategies required for college-level academic inquiry and college success, including critical thinking, communication, cultural competence, problem-solving, data interpretation, and institutional knowledge. Students develop college preparedness skills such as time management, note taking, study methods, test taking, information literacy, and an understanding of academic integrity. Students apply critical thinking and communication skills to areas such as cultural diversity, media literacy and financial literacy and gain an understanding of campus and community resources. Students create an appropriate academic plan, financial plan, and career/transfer plan in the course of the semester. *3 Credits*

GLG220- Environmental Geology with Lab (General): Environmental Geology is an examination of geologic processes which have impact upon humans and of the impact humans have upon those processes. Topics such as coastal erosion, flooding, earthquakes, radon, greenhouse effect, water quality, and waste disposal will be investigated. Environmental Geology should be considered by the following students: those needing a lab-science elective, those preparing for a career as an environmental technician, and those considering a Geology major seeking a geology elective. Class time and optional field trips aligned with the course topics will be taken. This course is subject to a course fee. *4 Credits*

HIS122- Modern History (General): In this course, students examine the recent past to understand the roots of contemporary phenomena such as the nation-state, international law, social movements, and global networks of trade and technology. Students identify and interpret archival materials and primary sources, with a focus on themes, patterns, processes, and events from the sixteenth century onward. *3 Credits*

HISXXX- U.S. History to 1865 (General): The Foundation of the English settlements, the American Revolution, the early National Period, Jacksonian Democracy, Abolitionism, expansion to the Pacific, immigration, the Civil War, and the role of minorities are emphasized. *3 Credits*

MAT090- Arithmetic Fundamentals (General): This is a course in the fundamentals of arithmetic, including topics such as: operations with whole numbers, fractions, and decimals; percents; ratio and proportion; computations involving measurement and unit conversion; geometric formulas; and an introduction to algebra. *Prerequisite: MAT 090 placement 3 Credits*

MAT102- Mathematical Concepts (General): A course in contemporary mathematics for liberal arts and other students not majoring in business or the sciences. Topics include basic mathematical concepts: problem solving and critical thinking, sets, elementary logic, numeration systems, elementary geometry, counting techniques, and elementary probability and statistics. Topics are selected at the discretion of the Mathematics Department. *3 Credits*

MAT111- College Algebra (General): This is a course in College Algebra for students not intending to take Calculus. Topics include equations and inequalities, polynomial and rational functions and their graphs, equations and graphs of conic sections, the theory of equations and systems of equations. *Prerequisite: MAT 111 placement or MAT 090 completed 3 Credits*



ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

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COURSE DESCRIPTIONS

MAT202- Introduction to Statistics (General): This course focuses on the mathematical skills needed by students enrolled in technical, business, and liberal arts curricula. This course covers describing and summarizing single and bi-variate data, both graphically and numerically. Also, discrete and continuous probability distributions are covered. In addition, parametric estimation and tests of significance are studied. *3 Credits*

MUS101- Introduction to Music (General): This course surveys the form, style and basic structure of art, world and popular music. It is designed to enhance students' appreciation and understanding of music by focusing on influential composers and their compositions. Lectures highlight the characteristics, history and performance practice of many genres of music. *3 Credits*

MUS114- World Music (General): Introduction to World Music Cultures is an entry-level course in the study of World Music. These musical traditions will be explored both on the basis of their intrinsic characteristics, as well as in connection with their social, economic, and political contexts. Students will also be introduced to the discipline of Ethnomusicology. As a term project, each student will be required to visit and document a local music culture selected by the student and approved by the instructor. *3 Credits*

PHL101- Introduction to Philosophy (General): This course is a study of basic philosophical problems including: the existence of God, the immortality of the soul, knowledge, the mind-body problem, ethics in society, subjectivism, objectivism and pragmatism, political problems arising from philosophical ideas and the theory of beauty. *3 Credits*

PHL111- Religions of the World (General): This course is a description of the origins, development and manifestations of major world religions. Students explore how people of different faiths practice and express their beliefs. Similarities and differences of different faiths are emphasized. *3 Credits*

POL112- Introduction to International Relations (General): The course will cover the theories of international relations (IR) and apply them to the broader context of global politics. Students will learn key concepts and ideologies. They will make comparative analyses of the types of political systems and ideologies found in both the developed and developing countries and identify patterns of political behavior. These patterns can then be linked to theories, concepts and ideologies that have been studied. The contents of this course will be placed in historical and socio-cultural contexts. *3 Credit*

POL203- Survey of American Politics (General): This course investigates the development and evolution of the American political system. Students will be introduced to the unique structure, functions, and problems of the national government within the federal system. Close attention is given to the nature of and the controversies emerging from the interaction between political institutions. This includes analysis of the following concepts and topics: federalism, separation of power, check and balances, Bill of Rights, democracy, civil liberties, civil rights and political parties. *3 Credit*

PSY101 Introduction to Psychology (General): This course provides the student with an understanding of how the scientific method is applied to the study of human and animal behavior. Topics include: research results, the major principles and perspectives of psychology, applications of contemporary psychology, the structure and function of the nervous system, foundations of learning, intelligence, social behavior, personality, feeling and emotion, motivation, abnormal psychology and its causes and therapies, developmental patterns and the measurement of behavior. *3 Credits*

SOC101- Introduction to Sociology (General): An introduction to the science of sociology, including a discussion of sociological theory and method, social structure, culture, and socialization. Also emphasized are social stratification, race, ethnicity, and gender. Social institutions and their change dynamics are examined. *3 Credits*

SOC211- Racial and Ethnic Minorities (General): This course will investigate the construction of the social categories of race and ethnicity. Discussion will revolve around the history, process and effects of these constructions. A major focus will be on interracial and interethnic relations in the United States. *Prerequisite: ENG101* *3 Credits*



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Marieka Jones	Accounting Assistant	B.A.	Edinboro University of PA
Dianne Kuhar	VoTech Site Administrator	M.A.	Gannon University
Elise Michaux	Director of Enrollment Management	M.A.	Slippery Rock University of PA
Tara Murphy	Student Tutor	G.E.D.	
Andrea Obert	Academic and Disabilities Counselor	M.A.	Bloomsburg University
Nicholas Reynolds	IT Systems Administrator	A.S.	Tri-State Business School
Clarissa Stewart-Baker	Coordinator of Student Success	M.A.	Edinboro University of PA
Renee Triana	Assistant to the President	B.S.	Mercyhurst University

Full-Time Faculty

Kimber Forrester	English (Speech) & History	M.A., M.A	Edinboro University of PA, American Military University
Catherine Robertson	Math & Entrepreneurship	M.B.A., Ph.D (ABD)	Gannon University
Dr. Jennifer Robinette	English	Ph.D.	University of North Dakota
Dr. Leatra Tate	Psychology & Sociology	Ph.D.	Point Park University
Alex Wheaton	English	M.A., M.A., M.S.	Mercyhurst University



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FACULTY/STAFF DIRECTORY

Part-Time Faculty

Dr. Kia Boyd	Psychology & Sociology	Ph.D.	University of Alabama
Justus Cotterill	Art	M.F.A.	Edinboro University of PA
Robert Eggleston	Math	M.E.	Edinboro University of PA
Rob Farinelli	Math	M.S.	Capella University
Michell Flaherty	Computer Science	M.E.	American College of Education
Daniel Hopson	Political Science	M.A.	Johns Hopkins University
Jacob Jones	Business & Entrepreneurship	M.A.	Gannon University
Diane Pauli	Math	Ph.D. (ABD)	Slippery Rock University of PA
Leslie Reed-Hurst	Computer Science	M.A.	Edinboro University of PA
Dr. Sarah Spier	First Year Experience	Ph.D.	University of North Carolina Greensboro
Phil Stuczynski	Business & Entrepreneurship	M.B.A.	Penn State Behrend
Douglas Wingenbach	Accounting	M.S.	Robert Morris University